

Dreamweaver Site Setup

Outline

Definition of Dreamweaver Site.....	1
Setup of a Faculty/Staff Website.....	1
Local Info	2
Remote Server Setup.....	3
Test your connection.....	4
Authentication Message	4
Your web address	4
Setup of a Departmental Website.....	5
Local Info	5
Remote Server Setup.....	6
Test your connection.....	7
Authentication Message	7
Your web address	7
Setup of an Organization Website	8
Local Info	8
Remote Server Setup.....	9
Test your connection.....	10
Authentication Message	10
Your web address	10
Troubleshooting ~ FTP errors when attempting to publish.....	11

Definition of Dreamweaver Site

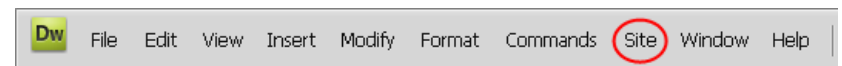
A site in Dreamweaver is a collection of files and folders that corresponds to a website on a server. Dreamweaver will prompt you to set up a site when you open it if there are no previously set up sites.

A site consists of a local side (the files stored on your computer) and a remote side (files published to the server). The remote side is what shows up in the internet browser window when people look at your website.

Setup of a Faculty/Staff Website

Open Dreamweaver.

On the menu bar, click on **Site** → **Choose New Site** from the Dropdown menu



Dreamweaver Site Setup

Local Info

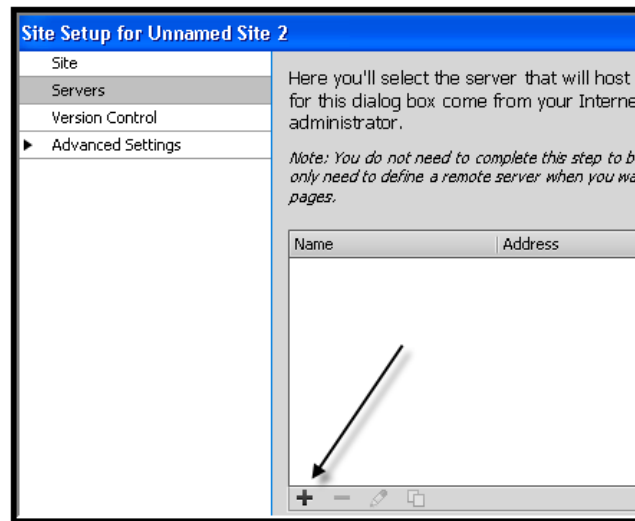
The first screen that appears (Site) is where you define the local folder and name of your site.



Site name - Type a name for your site. This can be whatever you wish (facstaff or my web, etc). No one will see it except you.

Local site folder – click on the folder icon to browse to where your files for your site are housed. If you have not created files yet, it is recommended you keep these in a folder on your P drive to take advantage of nightly backups.

Next step - Click Servers to continue adding info to connect to the remote server!



Click + to Add New Server Info
see next page ...

Dreamweaver Site Setup

Remote Server Setup

This must be done in order to correctly connect to the web server and publish your pages!

The screenshot shows the 'Remote Server Setup' dialog box in Dreamweaver. The 'Basic' tab is active. The 'Server Name' field contains 'facstaff'. The 'Connect using' dropdown is set to 'FTP over SSL/TLS (implicit encryption)'. The 'FTP Address' is 'facstaff.bloomu.edu' and the 'Port' is '990'. The 'Username' is 'joh1' and the 'Password' is masked with dots. The 'Save' checkbox is checked. There is a 'Test' button. The 'Root Directory' field is empty. The 'Web URL' is 'http://facstaff.bloomu.edu/joh1/'. The 'Authentication' dropdown is set to 'None (encryption only)'. The 'More Options' section is expanded, showing several checkboxes: 'Use Passive FTP' (checked), 'Encrypt only command channel' (unchecked), 'Encrypt only username and password' (unchecked), 'Use IPV6 Transfer Mode' (unchecked), 'Use FTP performance optimization' (checked), and 'Use alternative FTP move method' (unchecked). At the bottom are 'Help', 'Save', and 'Cancel' buttons.

Server Name – Remote Server

Connect Using – Click on the drop down arrow and choose FTP over SSL/TSL (implicit encryption).

FTP address must be facstaff.bloomu.edu

Username/Password – fill with **YOUR** user name/password (same user name and password used to log into your computer).

(Note: When your password changes, update it in this window too. Click on Site-Manage Sites. Highlight your site name and choose Edit. Update password on the Servers tab – click Pencil icon to edit info.)

Root directory – nothing should be filled there.

Web URL - http://facstaff.bloomu.edu/your_name/

Authentication – Set to None (encryption only)

Under “More Options” check

Use passive FTP (helps with firewall issues)

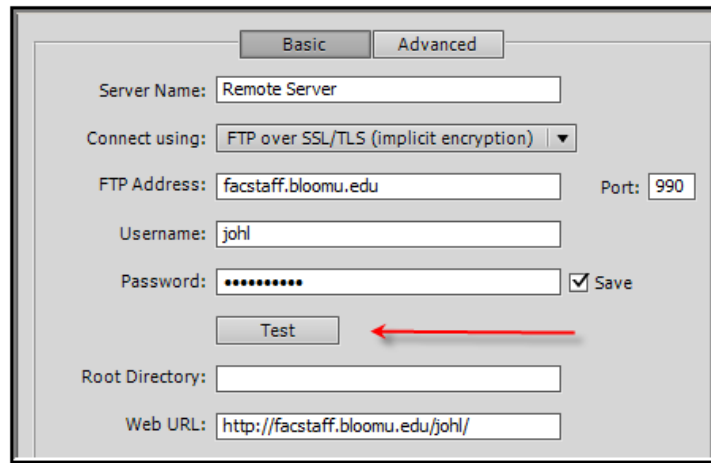
Use FTP performance Optimization (faster upload)

Click SAVE when done.

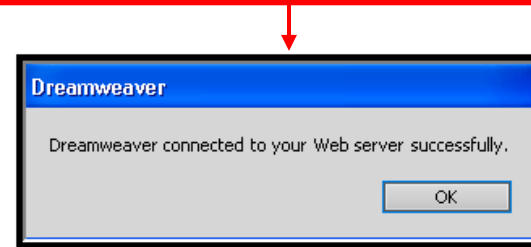
Dreamweaver Site Setup

Test your connection

On the Servers tab, click on the TEST button to make sure you are connecting to the remote server. Click OK when done.



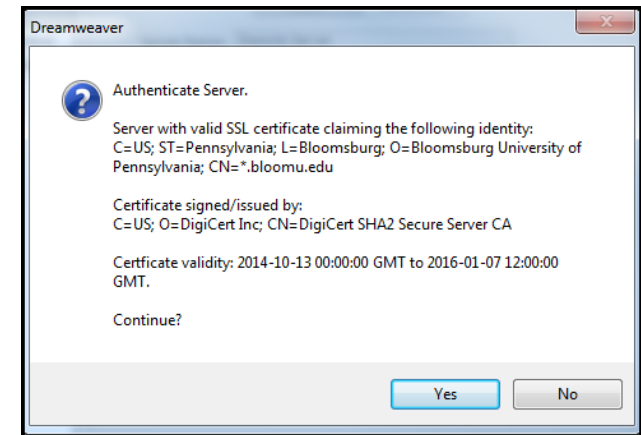
You will see this message if you successfully connect.
If you don't successfully connect, make sure you have entered the correct username and password.



Click Save and Done to back out of the setup screens - your site is ready to be worked on!

Authentication Message

The first time you set your site up, you may receive an authenticate server message. You may safely click on Yes.



Your web address

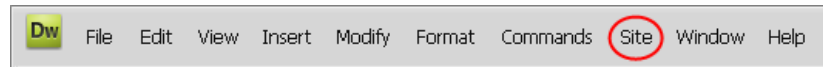
Once you have developed and published your website, others can view it by using this web address <http://facstaff.bloomu.edu/{userID}> replace {userID} with YOUR site name

Dreamweaver Site Setup

Setup of a Departmental Website

Open Dreamweaver.

On the menu bar, click on **Site** → **Choose New Site** from the Dropdown menu



Local Info

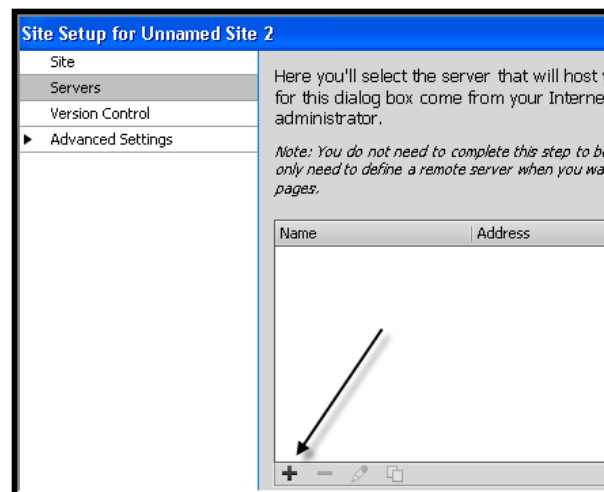
The first screen that appears (Site) is where you define the local folder and name of your site.



Site name - Type a name for your site. This can be whatever you wish (dept name). No one will see it except you.

Local site folder – click on the folder icon to browse to where your files for your site are housed. If you have not created files yet, it is recommended you keep these in a folder on your P drive to take advantage of nightly backups.

Next step - Click Servers to continue adding info to connect to the remote server!



Click + to Add New Server Info
see next page for more....

Dreamweaver Site Setup

Remote Server Setup

This must be done in order to correctly connect to the web server and publish your pages!

The screenshot shows the 'Remote Server Setup' dialog box in Dreamweaver. The 'Basic' tab is active. The 'Server Name' field contains 'Remote Server'. The 'Connect using' dropdown menu is set to 'FTP over SSL/TLS (implicit encryption)'. The 'FTP Address' field contains 'departments.bloomu.edu' and the 'Port' field contains '990'. The 'Username' field contains 'johl' and the 'Password' field is masked with dots. There is a 'Save' checkbox next to the password field. Below the password field is a 'Test' button. The 'Root Directory' field contains 'masscom/' and the 'Web URL' field contains 'http://departments.bloomu.edu/'. The 'Authentication' dropdown menu is set to 'None (encryption only)'. Under the 'More Options' section, the 'Use Passive FTP' checkbox is checked, and the 'Use FTP performance optimization' checkbox is also checked. At the bottom of the dialog are 'Help', 'Save', and 'Cancel' buttons.

Server Name – Remote Server

Connect Using – Click on the drop down arrow and choose FTP over SSL/TLS (implicit encryption).

FTP address must be departments.bloomu.edu

Username/Password – fill with **YOUR** user name/password (Faculty/staff -- same user name and password used to log into your computer. If you are a student, it's the logon/password you were provided.)
(Note: When your password changes, update it in this window too. Click on Site-Manage Sites. Highlight your site name and choose Edit. Update password on the Servers tab – click Pencil icon to edit info.)

Root directory – your department followed by /

Web URL - <http://departments.bloomu.edu>

Authentication - None (encryption only)

Under “More Options” check

Use passive FTP (helps with firewall issues)

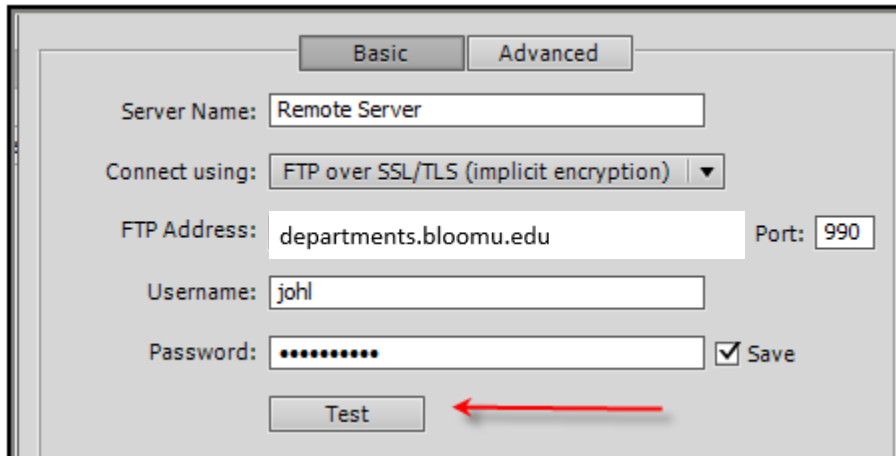
Use FTP performance Optimization (faster upload)

Click Save when done.

Dreamweaver Site Setup

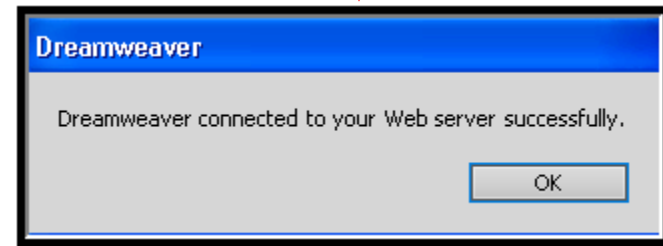
Test your connection

On the Servers tab, click on the TEST button to make sure you are connecting to the remote server. Click OK when done.



You will see this message if you successfully connect.

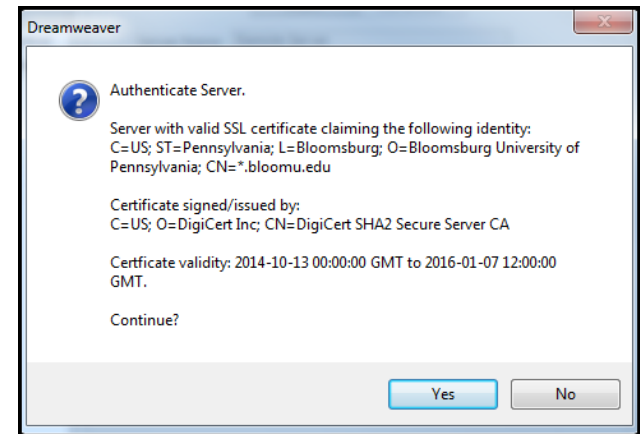
If you don't successfully connect, make sure you have entered the correct username and password.



Click Save and Done to back out of the setup screens - your site is ready to be worked on!

Authentication Message

The first time you set your site up, you may receive an authenticate server message. You may safely click on Yes.



Your web address

Once you have developed and published your departmental website, others can view it by using this web address

<http://departments.bloomu.edu/{dept}> replace {dept} with YOUR site name

Dreamweaver Site Setup

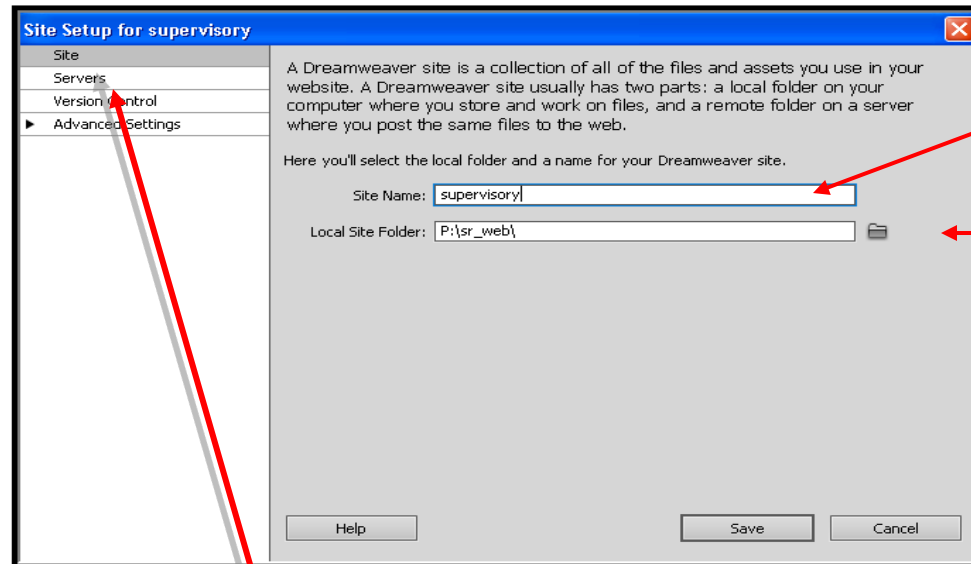
Setup of an Organization Website

Open Dreamweaver.

On the menu bar, click on **Site** → **Choose New Site** from the Dropdown menu

Local Info

The first screen that appears (Site) is where you define the local folder and name of your site.

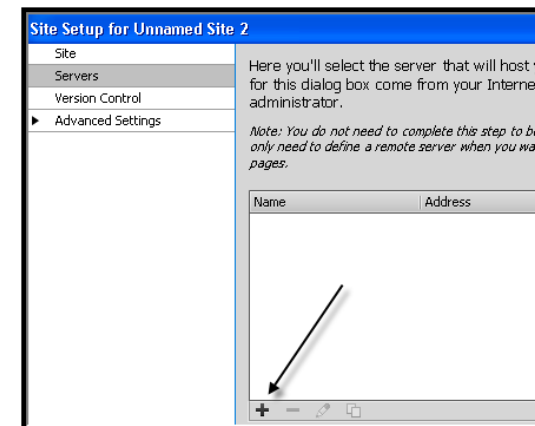


Site name - Type a name for your site. This can be whatever you wish. No one will see it except you.

Local site folder – click on the folder icon to browse to where your files for your site are housed. If you have not created files yet, it is recommended you keep these in a folder on your P drive to take advantage of nightly backups.

Next step - Click Servers to continue adding info to connect to the remote server!

Click + to Add New Server Info
see next page ...



Dreamweaver Site Setup

Remote Server Setup

This must be done in order to correctly connect to the web server and publish your pages – the following steps must be followed precisely!

The screenshot shows the 'Remote Site Setup' dialog box in Dreamweaver. The 'Basic' tab is active. The 'Server Name' field contains 'Remote Server'. The 'Connect using' dropdown is set to 'FTP over SSL/TLS (implicit encryption)'. The 'FTP Address' is 'orgs.bloomu.edu' and the 'Port' is '990'. The 'Username' is 'joh1' and the 'Password' is masked with dots. The 'Save' checkbox is checked. There is a 'Test' button. The 'Root Directory' is 'sr/' and the 'Web URL' is 'http://organizations.bloomu.edu/'. The 'Authentication' dropdown is set to 'None (encryption only)'. Under the 'More Options' section, 'Use Passive FTP' and 'Use FTP performance optimization' are checked, while 'Encrypt only command channel', 'Encrypt only username and password', 'Use IPV6 Transfer Mode', and 'Use alternative FTP move method' are unchecked. At the bottom are 'Help', 'Save', and 'Cancel' buttons.

Server Name – Remote Server

Connect Using – Click on the drop down arrow and choose FTP over SSL/TLS (implicit encryption)

FTP address must be orgs.bloomu.edu

Username/Password – fill with **YOUR** user name/password (same user name and password used to log into your computer).

(Note: When your password changes, update it in this window too. Click on Site-Manage Sites. Highlight your site name and choose Edit. Update password on the Servers tab – click Pencil icon to edit info.)

Root directory – your organization followed by /

Web URL - <http://organizations.bloomu.edu>

Authentication – None (encryption only)

Under “More Options” check

Use passive FTP (helps with firewall issues)

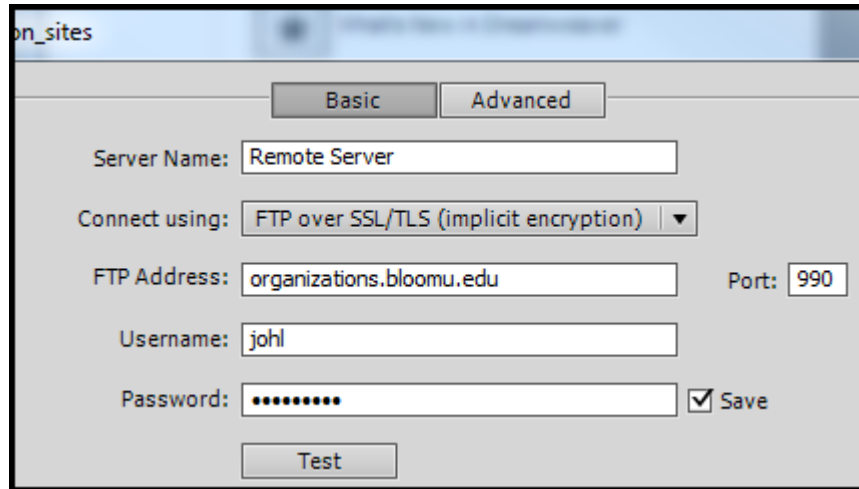
Use FTP performance Optimization (faster upload)

Click Save when done.

Dreamweaver Site Setup

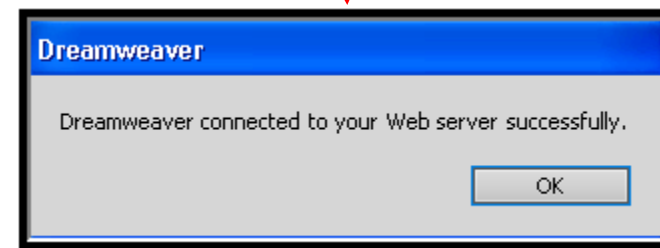
Test your connection

On the Servers tab, click on the TEST button to make sure you are connecting to the remote server. Click OK when done.



You will see this message if you successfully connect.

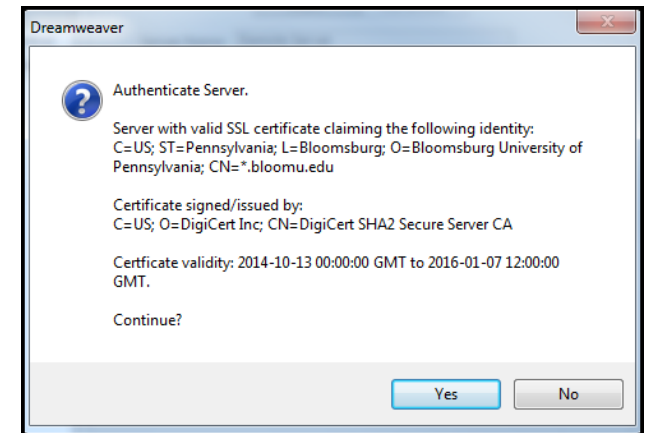
If you don't successfully connect, make sure you have entered the correct username and password.



Click Save and Done to back out of the setup screens - your site is ready to be worked on!

Authentication Message

The first time you set your site up, you may receive an authenticate server message. You may safely click on Yes.



Your web address

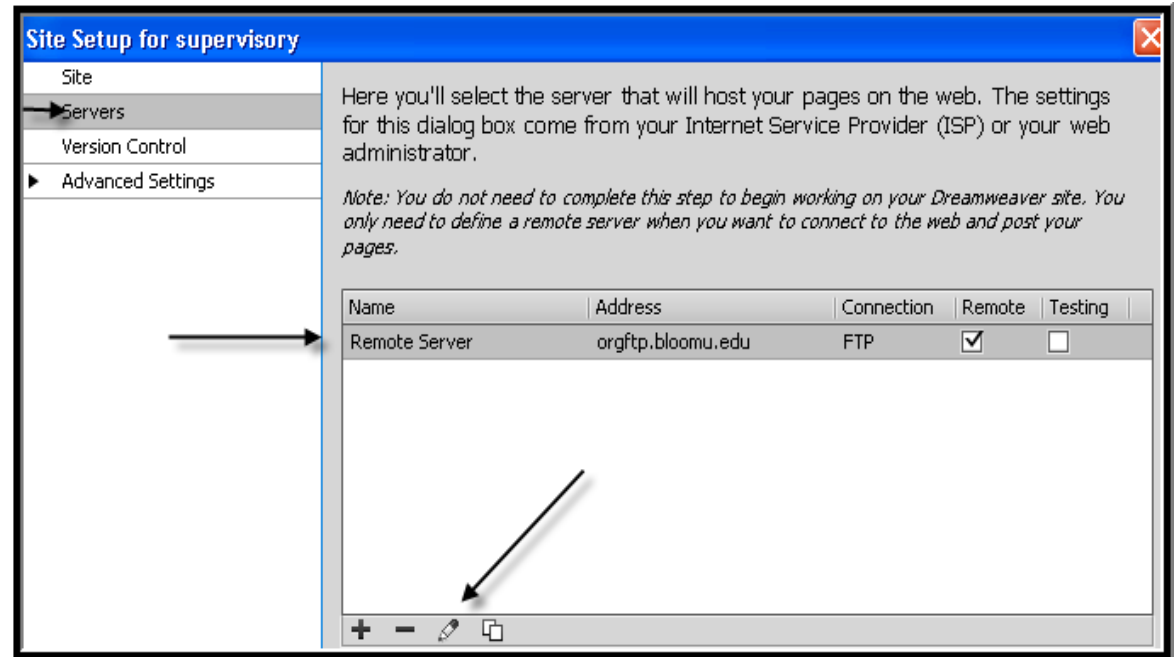
Once you have developed and published your website, others can view it by using this web address <http://organizations.bloomu.edu/{org name}> replace {org name } with YOUR organization name

Troubleshooting ~ FTP errors when attempting to publish

If you receive FTP errors when trying to publish your facstaff, departmental or organization webpage, it could be that Dreamweaver did not hold your user name and password information. Follow these steps:

- Click on Site – Manage Sites
- Highlight your site name and click Edit
- Choose the “Servers” tab
- Click the Pencil icon to edit site
- Enter your username and password
- Click test to make sure connection is OK
- Click Save

- Try publishing again



If you still have difficulty publishing, something is likely wrong with your site setup. It is extremely important to follow all instructions precisely when doing the site setup. Go back through the steps under the type of website you are working on (facstaff, dept, or org) and make certain you have things set up correctly.